

AUTHORITY: The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

ORDER OF PRECEDENCE: Where any part of this policy shall be determined to conflict with any federal, state or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

Workforce Innovation and Opportunity Act (WIOA) Priority of Service

BACKGROUND

The goal of the workforce system is to work collaboratively with area employers to assure that a pool of skilled workers is available to meet the needs of their industry while assisting individuals to prepare for, find, and retain employment that leads to self-sufficiency and reduced need for public assistance. Appropriate resource allocation is essential to attaining this goal.

The Workforce Development Board (WDB) is tasked with establishing a priority of service for the use of Workforce Innovation and Opportunity Act (WIOA) funds. This policy defines those priorities.

In addition to being identified as a member of a priority group defined in this policy, individuals desiring to receive services funded through WIOA shall also be required to meet specific federal and state eligibility requirements. These requirements are detailed in WDB Policy 17 and subsequent revisions, WIOA Program Eligibility.

SCOPE

Adult and Youth workforce development programs, services and activities, excluding Basic Career Services, funded through the Workforce Innovation and Opportunity Act (WIOA) of 2014 and under the auspices of the Michigan Works! Southwest Workforce Development Board.

REFERENCES

Workforce Innovation and Opportunity Act of 2014

Michigan workforce development department's WIOA Manual, November 8, 2019 and subsequent changes

Michigan workforce development department's WIOA Electronic Participant Management Information Guide (WIOA E P-MIG) and subsequent changes

Michigan workforce development department's WIOA Youth Electronic Participant Management Information Guide (WIOA YOUTH E P-MIG) and subsequent changes

USDOL TEGL 10-09, "Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)"

WDB Policy 01 and subsequent revisions - Program Design for Workforce Innovation and Opportunity Act (WIOA) and Employment Services (ES)

WDB Policy 17 and subsequent revisions - WIOA Program Eligibility

WDB Policy 28 and subsequent revisions - Priority of Service to Veterans

DEFINITIONS

Basic Skills Deficiency - includes individuals who meet the following criteria:

Youth who have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test

OR

A youth or adult who is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, or in the individual's family or in society. **Locally this definition will include** those who score below the 8th grade level on a generally accepted standardized test, individuals who have lost employment due to their inability to read, write, compute or speak English at a level required by the employer, or those who have been unable to pass pre-employment assessments due to their inability to read, write, compute or speak English at a level that met the employer's requirements.

Low Income - is a statutory definition and includes individuals whose personal and or family circumstances place them in one of the following categories:

- a. Receives or is a member of a family that during the past six months, received assistance through the Supplemental Nutrition Assistance Program (food stamps), Temporary Assistance to Needy Families (TANF), Refugee Assistance, Supplemental Security Income (SSI), or state or local income based public assistance.
- b. Receives an income or is a member of a family whose total family income for the six-month period prior to application that, in relation to family size, does not exceed the higher of the poverty level (for the equivalent period of time) or 70% of the lower living standard income level (LLSIL). The Michigan Works! Southwest area will use the poverty level guidelines for Metropolitan Areas issued and updated annually by the U.S. Department of Health and Human Services. These updated guidelines will be included in the Michigan workforce development department's WIOA Electronic Participant Management Information Guide (E P-MIG).
- c. Qualifies as a homeless individual.
- d. Is a youth who receives or is eligible to receive free or reduced-price lunch through the federal school lunch act.
- e. Is a foster child on whose behalf state or local government payments are made.
- f. Is an individual with a disability whose own income meets the income requirements for a family size of one but who is a member of a family whose income does not meet such requirements.

Self-Sufficiency - for services where income is an eligibility criterion, the **locally-defined definition** for self-sufficiency is income, based on family size, of at least 150% of Metropolitan Area poverty guidelines. For services where dislocation from employment is an eligibility criterion, **the locally-defined definition** for self-sufficiency is defined as wages that are at least 80% of their wage at the time of dislocation.

POLICY

- I. Priority of Service for Use of WIOA Funds
 - A. In the Michigan Works! Southwest area, the priority groups to receive individualized career and training services using WIOA Adult funds will be recipients of public assistance, low-income individuals, and/or individuals who are basic skills deficient. Services provided using WIOA Dislocated Workers shall not be held to this priority.

- B. In the Michigan Works! Southwest area, the priority youth groups to receive services using WIOA funds will be:
 - 1. low-income out-of-school youth who lack a high school credential or equivalency who require additional assistance to enter or complete an educational program or to secure or hold employment;
 - 2. low-income out-of-school youth with a high school credential or equivalency, and are either basic skills deficient or an English language learner; and
 - 3. low-income in-school youth, except those that fall under the low-income exception.
 - 4. Each youth regardless of school or income status at the time of registration must be facing a documentable barrier to success in the labor market.
- C. Within the WIOA priority groups defined in this policy, priority of service to veterans and eligible spouses as detailed in WDB Policy 28 and subsequent revisions will be applied.
- D. Individuals served may be unemployed or employed individuals who are not self-sufficient and in need of individualized career and/or training services to help them obtain or retain employment leading to self-sufficiency.
- E. Not less than 25% of the total WIOA **program** funds will be allocated for Training Services for individuals in need of skill development to obtain or retain a **locally in-demand occupation**. (Also see WDB Policy 17 and subsequent revisions – WIOA Eligibility.)
- F. The above criteria shall not preclude development of individual programs and/or services which target specific group(s) of participants intended to be served (e.g., dropouts) or programs targeted towards individuals with specific barriers to employment.

**INITIAL EFFECTIVE
DATE**

7/1/2007

APPROVED

Initial Policy:	WDB Executive Committee	6/7/2007
Revision 01	WDB Executive Committee	10/6/2011
Revision 02	Workforce Development Board	2/7/2013
Revision 02	WDB	10/15/2014 <i>(All WDB policies accepted to apply to all four counties.)</i>
Revision 03	WDB Executive Committee	8/19/2015
Revision 04	WDB Executive Committee	01/10/2020

EXPIRATION

Ongoing